



**NOTICE OF MEETING
OF THE COPPERAS COVE
ECONOMIC DEVELOPMENT CORPORATION**

Notice is hereby given that the **Regular Meeting** of the Copperas Cove Economic Development Corporation will be held on **Thursday, February 18, 2016 at 12:00 p.m.** in the Copperas Cove Economic Development Corporation Office at 210 South First Street, Copperas Cove, Texas 76522 at which time the following agenda will be discussed.

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL**
5. **CITIZENS FORUM**

At this time, citizens will be allowed to speak on any matter other than personnel matters, matters under litigation, or matters on the regular agenda, for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.
6. **ANNOUNCEMENTS**
7. **PRESENTATIONS**

Interim Executive Director Monica MacKay: CCEDC Marketing Strategy

8. CONSENT AGENDA

- a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on January 21, 2016.
- b. Discussion and consideration of action regarding an invoice from the Philadelphia Insurance Companies for \$6,223.00.

9. FINANCIALS

- a. Review and consideration of action regarding the Financial Report for the month of January 2016.
 - 1. Profit and Loss Statement
 - 2. Balance Sheet
 - 3. Investment Report
- b. Review the Comparative Sales Tax Report for January 2016.

10. OLD BUSINESS

- a. Discussion and consideration of action to approve payment of an invoice from Walker Partners in the amount of \$6,315.00.
- b. Review of CCEDC Bylaws – Discussion, review and consideration of possible changes to the CCEDC Bylaws.
- c. Discussion and consideration of approving a contract with an executive recruiting firm to conduct a search for the Executive Director position.

11. NEW BUSINESS

- a. Discussion and consideration of action regarding an invoice from the Copperas Cove Chamber of Commerce in the amount of \$2,500.00.
- b. Discussion and consideration of action regarding the City's request that CCEDC provide matching funds for the downtown sidewalk project, Phase III and also to authorize the Chairman of the Board to sign the letter of support.
- c. Discussion and consideration of action regarding moving the March 2016 Regular Meeting of the Copperas Cove EDC Board of Directors.
- d. Discussion and consideration of action to hire a facilitator/consultant to conduct strategic planning for the Copperas Cove EDC.

12. EXECUTIVE SESSION

Pursuant to §551.087 of the Open Meeting Act *Tex. Gov't. Code*, the Board of Directors will meet in Executive Session for deliberation regarding Economic Development negotiations with discussion regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- a. Discussion and consideration of prospect negotiations.

Pursuant to §551.072 of the Open Meetings Act. *Tex. Gov't. Code*, a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

- a. Discussion and consideration of action regarding property issues.

13. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION.

14. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS

15. STAFF REPORTS


- a. Prospect Report – Monica MacKay
- b. Business Retention Activity Report – Diane Drussell

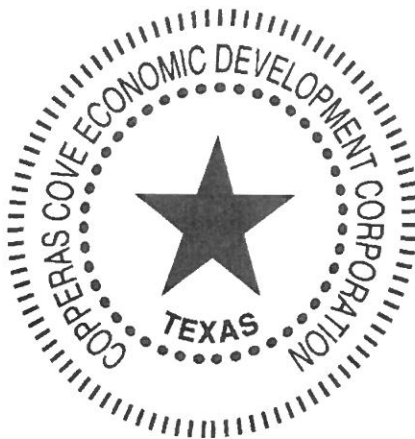
16. ADJOURN

The Board of Directors reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible.

Copperas Cove Economic Development Corporation office is wheelchair accessible and parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the office manager at (254) 547-7874 ext. 23 or FAX (254) 547-7388 for information or assistance.

I, undersigned authority, do hereby certify that the above Notice of Meeting of the Copperas Cove Economic Development Corporation was posted on February 12, 2016 at 12:00 p.m. on the glass front door of the Copperas Cove Economic Development Corporation a place convenient and readily accessible to the general public at all times.


Cindi Novak
Office Administrator



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 8 (a)

Subject: **Discussion and consideration of action regarding minutes for the Regular Board Meeting held on January 21, 2016.**

Description/Information: Attached is the official transcript of minutes as transcribed by Cindi Novak for the Regular Meeting held on January 21, 2016. The minutes have been reviewed and approved by Secretary Smith.

Financial Impact: None.

Action/Recommendation: Staff recommends approval of the January 21, 2016 Regular Board Meeting Minutes.



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Regular Meeting Minutes of January 21, 2016
Minutes Order # 2016-(01)-(21)

OPEN MEETING

An Open Meeting was held concerning the following subjects:

1. CALL TO ORDER

Chairman Diaz called the Regular Board Meeting of the Copperas Cove Economic Development Corporation to order at 12:00 p.m.

2. INVOCATION

Director Jerry Smith led the invocation.

3. PLEDGE OF ALLEGIANCE

Chairman Diaz led the Pledge of Allegiance to the American Flag and the Texas State Flag.

4. ROLL CALL

Members Present:

*Bradi Diaz
Jack Smith*

*Annabelle Smith
Marc Payne*

Jerry Smith

Staff Attorney:

Robert Gradel, CCEDC Attorney

Staff Present:

*Monica MacKay
Diane Drussell*

Cindi Novak

City Council Present:

David Morris

5. CITIZENS FORUM

No citizens spoke at this meeting.

6. ANNOUNCEMENTS:

Important Dates:

Saturday, January 23: Copperas Cove Chamber Annual Banquet – 6pm – CC Civic Center

Monday, January 25: P&Z Meeting – 6pm-8pm – CCEDC Board Room

Thursday, January 28: Chamber Mixer – 5:30-7:00pm – 1st National Bank (w/ Education Foundation)

Saturday, January 30: Polar Bear Swim

Tuesday, February 02: SBDC Counselor – One on One Meetings – 9:30am-1pm – Entrepreneur Center

Friday, February 05: Art After Dark – 6:30pm – Frames and Things – Cove Terrace

Tuesday, February 09: Business Start Up with Diane – 9am-4pm – Entrepreneur Center

Tuesday, February 09: City Council Meeting – 6pm-8pm – CCEDC Board Room

Thursday, February 11: Board of Adjustments Meeting – 6pm-8pm – CCEDC Board Room

Monday, February 15: Presidents Day – All Govt. Offices closed.

Tuesday, February 16: SBDC Counselor – Business Plan Basics Workshop – 9:30am Entrepreneur Center

Tuesday, February 16: City Council Meeting

Wednesday, February 17: Monthly Chamber Board Meeting – 12:00pm – CCEDC Board Room

Wednesday, February 17: Evening Workshop – 5:45-8:00pm – CCEDC Board Room

Thursday, February 18: Regular CCEDC Board Meeting – 12:00-1:00 – CCEDC Board Room

7. PRESENTATIONS

None

8. CONSENT AGENDA

- a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on December 17, 2015.**

Director Jerry Smith made a motion to approve Consent Agenda item a as read and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

9. FINANCIALS

- a. Review and consideration of action regarding the Financial Report for the month of December 2015.**
- 1. Profit and Loss – Budget vs. Annual**
 - 2. Balance Sheet**
 - 3. Investment Report**

Director Jerry Smith made a motion to approve item a of the Financials and Secretary Smith seconded the motion and with a unanimous vote the motion carried.

- b. Review the Comparative Sales Tax Report for December 2015.**

Information Only.

10. OLD BUSINESS

- a. Discussion and consideration of action to approve payment of an invoice from Walker Partners in the amount of \$2,663.46.**

Secretary Smith made a motion to approve payment to Walker Partners in the amount of \$2,663.46 and Director Jerry Smith seconded the motion and with a unanimous vote, and motion carried.

11. NEW BUSINESS

- a. Discussion and consideration of action regarding an invoice from the Texas Economic Development Council (TEDC) for Team Texas 2016 dues in the amount of \$3,000.00.**

Director Annabelle Smith made a motion to approve payment to TEDC in the amount of \$3,000.00 and Secretary Smith seconded the motion and with a unanimous vote, the motion carried.

- b. Discussion and consideration of action to approve payment in the amount of \$12,337.50 to the City of Copperas Cove for Debt Service.**

Secretary Smith made a motion to approve payment to the City of Copperas Cove in the amount of \$12,337.50 and Director Jerry Smith seconded the motion and with a unanimous vote, the motion carried.

- c. Discussion and consideration of action to approve payment in the amount of \$10,764.00 to First National Bank for Debt Service, Sales Tax Revenue Bond Series 2001.**

Director Jerry Smith made a motion to approve payment to First National Bank in the amount of \$10,764.00 and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

- d. Discussion and consideration of action to approve payment in the amount of \$22,728.56 to Regions Bank for Debt Service, Sales Tax Revenue Bond Series 2012.**

Director Jerry Smith made a motion to approve payment to Regions Bank in the amount of \$22,728.56 and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

- e. Discussion and consideration of action regarding an invoice in the amount of \$5,000.00 from Pattillo, Brown & Hill, LLP for interim billing in connection with the 2014-2015 Audit.**

Secretary Smith made a motion to approve payment to Pattillo, Brown & Hill, LLP in the amount of \$5,000.00 and Director Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

f. Discussion and direction to staff on conducting a search for a new Executive Director.

The Board gave direction that an Executive Director Search Committee would be formed, consisting of 2 Board members (Secretary Smith and Chairman Diaz) and 1 staff member (Diane Drussell) and a plan of action will begin immediately, with a consensus to be reported at the next board meeting.

12. EXECUTIVE SESSION

The Executive Session convened at 1:00pm.

Pursuant to §551.087 of the Open Meeting Act *Tex. Gov't. Code*, the Board of Directors will meet in Executive Session for deliberation regarding Economic Development negotiations with discussion regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

a. Discussion and consideration of prospect negotiations.

No action taken during this session.

Pursuant to §551.072 of the Open Meetings Act. *Tex. Gov't. Code*, a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

a. Discussion and consideration of action regarding real property issues.

No action taken during this session.

Pursuant to §551.074 of the Open Meetings Act. *Tex. Gov't. Code*, a governmental body may conduct a closed meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

a. Discussion and consideration of action to approve the appointment of Monica MacKay to serve as Interim Executive Director and provide a stipend for that service.

Director Payne made a motion to approve the appointment of Monica MacKay to serve as Interim Executive Director from 16 Aug 2015 at \$85,000 per year. In addition, to pay a monthly stipend of \$3,380.52 for the next 4 months for compensation in arrears. Director Jerry Smith seconded the motion and with a unanimous vote, the motion carried.

The Open Session reconvened at 2:15

13. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS

Director Payne requested a workshop be held addressing how the CCEDC advertises the Entrepreneur Center. Director Jerry Smith would like information regarding the activity on Strategic Planning.

14. STAFF REPORTS

a. Staff Report – Interim Executive Director Monica MacKay provided an update on Phase I and Phase II of the Sidewalk grants. These two grants will now be bid together.

b. Activity Log- Monica MacKay – Information only.

c. Activity Log- Diane Drussell- Information only.

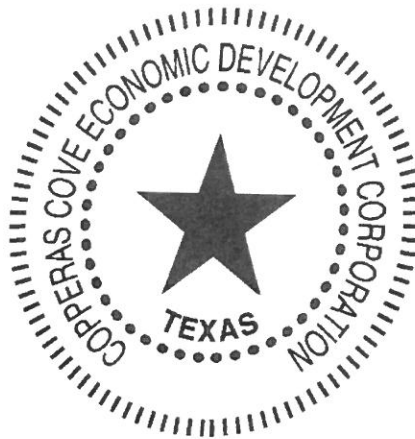
15. ADJOURNED

There being no further business, Chairman Diaz adjourned the Regular Meeting of the Board of Directors at 2:20 p.m.

Jack Smith, Secretary

ATTEST:

Cindi Novak
Cindi Novak, Office Administrator



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 8 (b)

Subject: Discussion and consideration of action regarding an invoice from the Philadelphia Insurance Companies for \$6,223.00.

Description/Information: Attached is an invoice from Philadelphia Insurance Companies for General Liability coverage 01/20/2016 through 01/20/2017.

Financial Impact: \$6,223.00 from FY2015-2016 budget General Administration: Insurance. \$4,220.00, General Liability and \$2,003.00, D&O Insurance.

Action/Recommendation: Staff recommends approval of payment in the amount of \$6,223.00 to the Philadelphia Insurance Companies.



service@phly.com 877-438-7459
Lines open Monday to Friday 8:00am - 3:00pm EST

Invoice

COPPERAS COVE ECONOMIC DEVELOPMENT
Account number 79453057

Invoice number: 04024046981 Date: 01/20/2016

\$6,223.00
Due 02/09/2016

Breakdown on page 2

Please pay \$6,223.00

Visit **PHLY.com/myphly** to pay your invoice online by Electronic Funds Transfer (EFT).

Or detach the coupon on the last page and return with check made payable to:
Philadelphia Insurance Companies
PO Box 70251
Philadelphia, PA 19176-0251

Or call 877-438-7459 to make a single credit card or EFT payment.

Managing your policy

For coverage questions, policy changes or claims please contact your agent at:

BKCW Insurance
(254) 699-7100

To pay your invoice online or update your details access your account at
PHLY.com/myphly

Your payment history

Payment date

Your full payment history is available online through your MyPHLY account.

Check number

These charges will be shown on your next monthly invoice if they remain unpaid by current month end.

Your account summary

Your balance breakdown

Your balance breakdown

Product	Policy	Term / Bill plan	Premium charged (\$)	Premium applied (\$)	Previous balance (\$)	Installment amount (\$)	Taxes / surcharge (\$)	Fees (\$)	Payment / credits	Balance due (\$)
79453057 Copperas Cove Economic Development Non Prof Pkg	PHPK1420446	01/20/2016 - 17 Fixed Annu	4,220.00	0.00	0.00	4,220.00 1 of 1	0.00	0.00	0.00	4,220.00
			4,220.00	0.00	0.00	4,220.00	0.00	0.00	4,220.00	
Flexi Plus Five	PHSD1101133	01/20/2016 - 17 Fixed Annu	2,003.00	0.00	0.00	2,003.00 1 of 1	0.00	0.00	0.00	2,003.00
			2,003.00	0.00	0.00	2,003.00	0.00	0.00	2,003.00	
							Payments will be allocated towards these charges first.			
							0.00	0.00	0.00	2,003.00
							0.00	0.00	0.00	2,003.00

Total Balance: 6,223.00

17000-2310

RECEIVED
JAN 27 2016

10:40 CW/PAS



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 9 (a)

Subject: **Review and consideration of action regarding the Financial Report for the month of January 2016.**

Description/Information: Attached are the Corporation's Comprehensive Financial Reports and Financial Notes for the month of January 2016. This report has been submitted to the Board Secretary, Jack Smith, for review, edits and approval prior to submittal to the Board.

Financial Impact: None.

Action/Recommendation: Staff recommends approval of the Financial Report for the month of January 2016.

COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION

MONTHLY AND YEAR-TO-DATE

FINANCIAL REPORT

FINANCIAL SUMMARY	MTD	YTD	BUDGET	% OF BUDGET
<u>REVENUE SUMMARY</u>				
Sales Taxes	105,049.40	466,725.40	1,518,000.00	30.75
Other Revenue	<u>643.61</u>	<u>19,889.95</u>	<u>359,800.00</u>	<u>5.53</u>
TOTAL REVENUES	<u>105,693.01</u>	<u>486,615.35</u>	<u>1,877,800.00</u>	<u>25.91</u>
<u>EXPENDITURE SUMMARY</u>				
General Administration	36,993.06	113,623.15	479,487.75	23.70
Business Retention	84.00	3,277.57	46,565.00	7.04
Entrepreneur Center	3,697.29	14,230.28	56,207.00	25.32
Business Attraction	3,000.00	24,315.92	186,500.00	13.04
Digital Sign	0.00	264.23	21,700.00	1.22
Building Services	1,545.99	12,076.78	33,250.00	36.32
5 Hills Retail Ctr-Ph 2	0.00	0.00	21,000.00	0.00
Land Exchange	0.00	0.00	1,900,000.00	0.00
The Narrows B&T Park	2,663.46	5,668.46	83,000.00	6.83
Debt Service	<u>33,455.81</u>	<u>33,455.81</u>	<u>338,697.00</u>	<u>9.88</u>
TOTAL EXPENDITURES	<u>81,439.61</u>	<u>206,912.20</u>	<u>3,166,406.75</u>	<u>6.53</u>
REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION	<u>24,253.40</u>	<u>279,703.15</u>	<u>(1,288,606.75)</u>	<u>21.71-</u>
Depreciation	4,288.28	17,118.84	0.00	0.00
REV. OVER/(UNDER) EXP. AFTER DEPRECIATION	<u>19,965.12</u>	<u>262,584.31</u>	<u>(1,288,606.75)</u>	

% OF FISCAL YEAR: 33.33

REVENUES	MTD	YTD	BUDGET	% OF BUDGET
<u>Sales Taxes</u>				
Local Sales Tax	1,415.76	5,584.47	18,000.00	31.02
State Sales Tax	<u>103,633.64</u>	<u>461,140.93</u>	<u>1,500,000.00</u>	<u>30.74</u>
Total Sales Taxes	105,049.40	466,725.40	1,518,000.00	30.75
<u>Other Revenue</u>				
Digital Sign	0.00	0.00	0.00	0.00
Entrepreneur Center	501.12	2,835.58	8,000.00	35.44
(1) Insurance Proceeds	0.00	16,477.41	0.00	0.00 (1)
Interest	142.49	576.96	1,800.00	32.05
Property Sale	0.00	0.00	350,000.00	0.00
Cost of Land Sold	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Other Revenue	643.61	19,889.95	359,800.00	5.53
 TOTAL REVENUES	 105,693.01	 486,615.35	 1,877,800.00	 25.91
	=====	=====	=====	=====

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>General Administration</u>				
<u>Personnel</u>				
(1) Executive Director Salary	1,396.28	1,396.28	102,534.96	1.36 (2)
Exec. Director Car Allowance	0.00	0.00	6,000.00	0.00
Director of Business Developmt	5,981.04	18,853.39	51,489.40	36.62
Business Retention Specialist	3,930.00	15,720.01	47,160.13	33.33
Office Administrator	3,448.60	13,794.49	41,383.26	33.33
Office Coordinator	779.24	3,136.28	15,150.00	20.70
Payroll Expenses	1,145.05	3,860.02	38,000.00	10.16
Pension Plan	1,847.44	6,328.49	38,000.00	16.65
Medical/Insurance Employee	1,193.48	4,773.92	42,000.00	11.37
Educational Assistance	0.00	0.00	1,500.00	0.00
(1) Workers Comp Insurance	1,385.00	1,385.00	1,000.00	138.50 (3)
Total Personnel	21,106.13	69,247.88	384,217.75	18.02
<u>Other Expenses</u>				
Maintenance/Svc Calls	280.00	1,282.50	5,000.00	25.65
Offsite Backup	275.00	1,100.00	3,500.00	31.43
Website Hosting	0.00	143.40	1,200.00	11.95
(1) Legal	1,993.00	5,080.50	10,000.00	50.81 (4)
Financial Services	5,000.00	5,314.47	20,000.00	26.57
Alarm	85.99	223.96	600.00	37.33
Consultant	0.00	15.00	1,000.00	1.50
Copier - Color Copies	0.00	426.88	3,000.00	14.23
Copier Lease	179.53	909.25	2,100.00	43.30
Insurance	0.00	0.00	4,600.00	0.00
AAF	0.00	0.00	250.00	0.00
AUSA	0.00	0.00	300.00	0.00
CC Chamber	0.00	0.00	250.00	0.00
ICSC	0.00	0.00	250.00	0.00
IEDC	0.00	935.00	900.00	103.89
Lions Club	0.00	0.00	600.00	0.00
Rotary Club	0.00	0.00	720.00	0.00
(5) TEDC	500.00	500.00	1,000.00	50.00 (5)
(1) Seminar/Training/Prof Dev	1,639.06	2,409.52	6,000.00	40.16 (6)
(3) Community Relations	460.00	4,183.01	15,000.00	27.89 (7)
Office Supplies	153.35	783.69	3,000.00	26.12
Postage & Shipping	0.00	6.74	1,000.00	0.67
Postage Machine Lease	206.00	412.00	1,000.00	41.20
Subscriptions-Publications	0.00	0.00	500.00	0.00
Phone	493.96	1,964.33	6,000.00	32.74
Internet Service Provider	140.12	644.90	1,500.00	42.99
Office Equipment	0.00	0.00	1,000.00	0.00
Furniture/Office Decor	0.00	0.00	1,000.00	0.00
Bank Service Charges	192.64	921.28	3,000.00	30.71
Bad Debt	0.00	0.00	1,000.00	0.00
Total Other Expenses	11,598.65	27,256.43	95,270.00	28.61
Total General Administration	32,704.78	96,504.31	479,487.75	20.13

% OF FISCAL YEAR: 33.33

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Business Retention</u>				
Flyers/Design	0.00	142.50	840.00	16.96
Newspaper/Pubs	84.00	898.13	4,225.00	21.26
Newsletter	0.00	0.00	2,200.00	0.00
Business Workshops	0.00	755.14	3,000.00	25.17
Shop Cove	0.00	1,481.80	3,500.00	42.34
Travel	0.00	0.00	2,000.00	0.00
Memberships	0.00	0.00	800.00	0.00
Incentives	0.00	0.00	30,000.00	0.00
Total Business Retention	84.00	3,277.57	46,565.00	7.04
<u>Entrepreneur Center</u>				
Legal	0.00	0.00	1,000.00	0.00
Alarm	76.95	150.85	444.00	33.98
Pest Control	40.00	195.00	480.00	40.63
Janitorial	375.00	1,275.00	2,000.00	63.75
Maintenance	216.00	1,202.00	4,800.00	25.04
Rent	2,500.00	7,500.00	30,000.00	25.00
(8) Color Copies	(38.39)	68.61	250.00	27.4 (8)
Copier	284.36	798.78	2,000.00	39.94
Insurance	0.00	0.00	550.00	0.00
Advertising	0.00	0.00	1,400.00	0.00
Travel	0.00	0.00	2,000.00	0.00
Memberships (NBIA)	0.00	0.00	525.00	0.00
Community Relations	0.00	0.00	500.00	0.00
Office Supplies	41.90	92.95	300.00	30.98
Water/Sewer	0.00	277.24	2,160.00	12.84
Electric	0.00	1,853.53	4,800.00	38.62
Subscriptions	0.00	12.99	50.00	25.98
Phone	50.87	200.93	636.00	31.59
Internet Service Provider	150.60	602.40	1,812.00	33.25
Furnishings	0.00	0.00	500.00	0.00
Total Entrepreneur Center	3,697.29	14,230.28	56,207.00	25.32
<u>Business Attraction</u>				
Software	0.00	99.00	8,000.00	1.24
HOTDA	0.00	17,000.00	17,000.00	100.00
Prospect Generation Svcs	0.00	2,071.98	20,000.00	10.36
Site Consultant Outreach	0.00	0.00	5,000.00	0.00
Advertising & Mktg of Property	0.00	2,015.33	10,000.00	20.15
Joint Image Campaign	0.00	0.00	2,500.00	0.00
Travel	0.00	0.00	20,000.00	0.00
(9) Team Texas	3,000.00	3,000.00	3,000.00	100.00 (9)
Texas One	0.00	0.00	1,000.00	0.00
Incentives	0.00	129.61	100,000.00	0.13
Total Business Attraction	3,000.00	24,315.92	186,500.00	13.04

PROFIT & LOSS BUDGET vs ACTUAL

AS OF: JANUARY 31ST, 2016

% OF FISCAL YEAR: 33.33

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Digital Sign</u>				
Design Services	0.00	0.00	0.00	0.00
Maintenance	0.00	0.00	15,000.00	0.00
Insurance	0.00	0.00	4,200.00	0.00
Operating Equip - Wireless	0.00	0.00	0.00	0.00
Electric	0.00	264.23	2,500.00	10.57
Total Digital Sign	0.00	264.23	21,700.00	1.22
<u>Building Services</u>				
Janitorial	795.00	3,180.00	10,000.00	31.80
Building Maintenance	750.99	5,922.04	12,000.00	49.35
Supplies	0.00	0.00	250.00	0.00
Water/Sewer	0.00	348.67	2,000.00	17.43
Electric	0.00	2,626.07	8,000.00	32.83
Bldg Improvements (Capital)	0.00	0.00	1,000.00	0.00
Total Building Services	1,545.99	12,076.78	33,250.00	36.32
<u>5 Hills Retail Ctr-Ph 2</u>				
Legal	0.00	0.00	2,000.00	0.00
Survey/Engineering	0.00	0.00	10,000.00	0.00
Site Survey	0.00	0.00	5,000.00	0.00
Clean Up	0.00	0.00	4,000.00	0.00
Total 5 Hills Retail Ctr-Ph 2	0.00	0.00	21,000.00	0.00
<u>Land Exchange</u>				
Legal	0.00	0.00	25,000.00	0.00
Survey/Engineering	0.00	0.00	200,000.00	0.00
Purchase of Land	0.00	0.00	1,675,000.00	0.00
Total Land Exchange	0.00	0.00	1,900,000.00	0.00
<u>The Narrows B&T Park</u>				
Legal	0.00	0.00	8,000.00	0.00
Construction	2,663.46	5,668.46	10,000.00	56.68 (10)
Electric Service Constr	0.00	0.00	50,000.00	0.00
Clean Up	0.00	0.00	15,000.00	0.00
Total The Narrows B&T Park	2,663.46	5,668.46	83,000.00	6.83
<u>Debt Service</u>				
2001 Sales Tax Bond Note	10,727.25	10,727.25	82,000.00	13.08
2012 Sales Tax Bond Note	22,728.56	22,728.56	71,000.00	32.01
Reliever Route Commit - City	0.00	0.00	130,000.00	0.00
Ave D Sidewalk - City	0.00	0.00	19,820.00	0.00
Gateway Sign Project - City	0.00	0.00	35,877.00	0.00
Total Debt Service	33,455.81	33,455.81	338,697.00	9.88
TOTAL EXPENDITURES	77,151.33	189,793.36	3,166,406.75	5.99
REV. OVER/(UNDER) EXP. BEFORE DEPRECIATION	28,541.68	296,821.99 (1,288,606.75)	4,514.82-	

% OF FISCAL YEAR: 33.33

EXPENSES	MTD	YTD	BUDGET	% OF BUDGET
<u>Depreciation</u>				
Depreciation	4,288.28	17,118.84	0.00	0.00
Total Depreciation	4,288.28	17,118.84	0.00	0.00
REV. OVER/(UNDER) EXP. AFTER DEPRECIATION	24,253.40	279,703.15	(1,288,606.75)	
	=====	=====	=====	

**FOOTNOTES TO THE
PROFIT AND LOSS BUDGET
VS
ACTUAL REPORT
JANUARY 2016**

- | | |
|--|---|
| (1) Other Revenue: Insurance Proceeds | \$4,794.91 - Flood damage Insurance Refund
\$11,682.50 - Digital Sign parts Refund |
| (2) GA - Personnel: Executive Director | M. MacKay Stipend |
| (3) GA - Personnel: Workers Comp | Annual Premium plus Audit amount for 2015 - \$1,385.00 |
| (4) GA - Legal: | Increased Prospect Activity, Continued work on Digital Sign,
HR Consulting - \$1,993.00 |
| (5) GA - TEDC: | D. Drussell Annual Membership - \$500.00 |
| (6) GA - Professional Development: | MacKay/Drussell Workshop/Conference Registration - \$900.00
C. Novak Intermediate Govt Accounting - \$739.06 |
| (7) GA - Community Relations: | Chamber Banquet - \$400.00
Coffee Machine Rental - \$25.00
Board Photo Framing - \$35.00 |
| (8) EC - Color Copies: | January 2016 Reimb from tenant - (\$50.00)
Monthly Color Charges - \$11.61 |
| (9) BA - Team Texas: | Annual Membership - \$3,000.00 |
| (10) The Narrows B&T Park: | Final Plat - \$2,663.46 |

BALANCE SHEET

AS OF: JANUARY 31ST, 2016

100-GENERAL FUND

ACCOUNT#

TITLE

ASSETS

=====

Current Assets

100-1000 Checking Account - 2120	199,576.65
100-1001 Land Account - 5770	10,000.00
100-1002 Sales Tax Revenue Acct - 2640	10,000.00
100-1003 Sweep Acct#20351821(for 2120)	523,808.75
100-1004 Sweep Acct#20351847(for 5770)	1,896,101.35
100-1005 Sweep Acct#20351839(for 2640)	16,408.32
100-1100 Sales Tax Receivable	131,587.48
100-1105 Accounts Receivable	2,211.64
TOTAL Current Assets	2,789,694.19

Non Current Assets

100-1710 Land Property	1,119,901.99
100-1720 Building & Improvements	508,189.28
100-1730 Furniture & Fixtures	0.00
100-1740 Improvements - Other	0.00
100-1750 Digital Sign	246,600.00
100-1760 Equipment	61,992.04
100-1770 CIP-Building Improvements	0.00
100-1771 Deferred Contributions	0.00
100-1780 Accumulated Depreciation	(319,811.63)
100-1790 2012 Sales Tax Bond Expense	0.00
100-1791 Accumulated Amortization	0.00
TOTAL Non Current Assets	1,616,871.68

4,406,565.87

TOTAL ASSETS

4,406,565.87

=====

LIABILITIES

=====

Current Liabilities

100-2000 Accounts Payable	(27,469.13)
100-2050 Unapplied Credit	0.00
100-2075 Accrued Interest	9,393.00
100-2100 Accrued Wages	20,147.09
100-2150 Payroll Liabilities	8,811.79
TOTAL Current Liabilities	10,882.75

Non Current Liabilities

100-2500 2012 Sales Tax Bond (RB)	1,460,000.00
100-2510 2001 Sales Tax Bond (FNB)	420,000.00
TOTAL Non Current Liabilities	1,880,000.00

TOTAL LIABILITIES

1,890,882.75

FUND BALANCE/EQUITY

=====

100-3000 Fund Balance	(261,430.15)
100-3010 Unassigned Fund Balance	1,080,105.12
100-3020 Restricted Fund Balance	2,531,865.00

100-GENERAL FUND

ACCOUNT#	TITLE	
100-3030	City - Reliever Route	705,000.00
100-3040	Deferred Contributions-City	(1,819,560.00)
100-3050	Prior Period Adjustment	0.00
	TOTAL BEGINNING EQUITY	2,235,979.97
	TOTAL REVENUE	486,615.35
	TOTAL EXPENDITURES	206,912.20
	TOTAL REVENUE OVER/(UNDER) EXPENSES	279,703.15
	TOTAL EQUITY & OVER/(UNDER)	<u>2,515,683.12</u>
	TOTAL LIABILITIES, EQUITY & OVER/(UNDER)	4,406,565.87 =====

INVESTMENT REPORT

In January 2016 the Corporation's investment portfolio was made up of three Commercial Checking Public (Interest Bearing) Repurchase Accounts with Extraco Bank. In February 2013 Treasurer Diaz and staff met with Extraco Bank and consolidated the existing five Commercial Checking Public (Non-Interest Bearing) accounts into three. This portfolio accomplishes the objective of maintaining liquidity while earning a modest yield on invested taxpayer dollars.

January-16	Balance 01/01/16	Deposits	Debits	Interest	Balance 01/31/16
Main Checking Account 2120	\$230,000.00	\$164,310.47	\$194,733.82	\$0.00	\$199,576.65
Sweep Acct: 1821 for 2120	\$478,277.05	\$103,930.39	\$58,418.43	\$19.74	\$523,808.75
Sweep Acct: 1847 for 5770	\$1,895,979.22	\$0.00	\$0.00	\$122.13	\$1,896,101.35
Land (Capital Projects) Account 5770	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Sweep Acct: 1839 for 2640	\$16,407.70	\$0.00	\$0.00	\$0.62	\$16,408.32
Sales Tax Revenue Account 2640	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
				TOTAL	\$2,655,895.07

Total **Interest** Earned in January 2016 **\$142.49**

Total **Bank Analysis Fees** in January 2016 **\$192.64**

The Book Value of the Corporation's investment is equivalent to the Market Value. This report is in compliance with the Corporation's investment policy and with the Public Funds Investment Act.

Prepared By:

Cindi Novak

Approved By: Bradi Diaz, Chairman



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 9 (b)

Subject: **Review the Comparative Sales Tax Report for January 2016.**

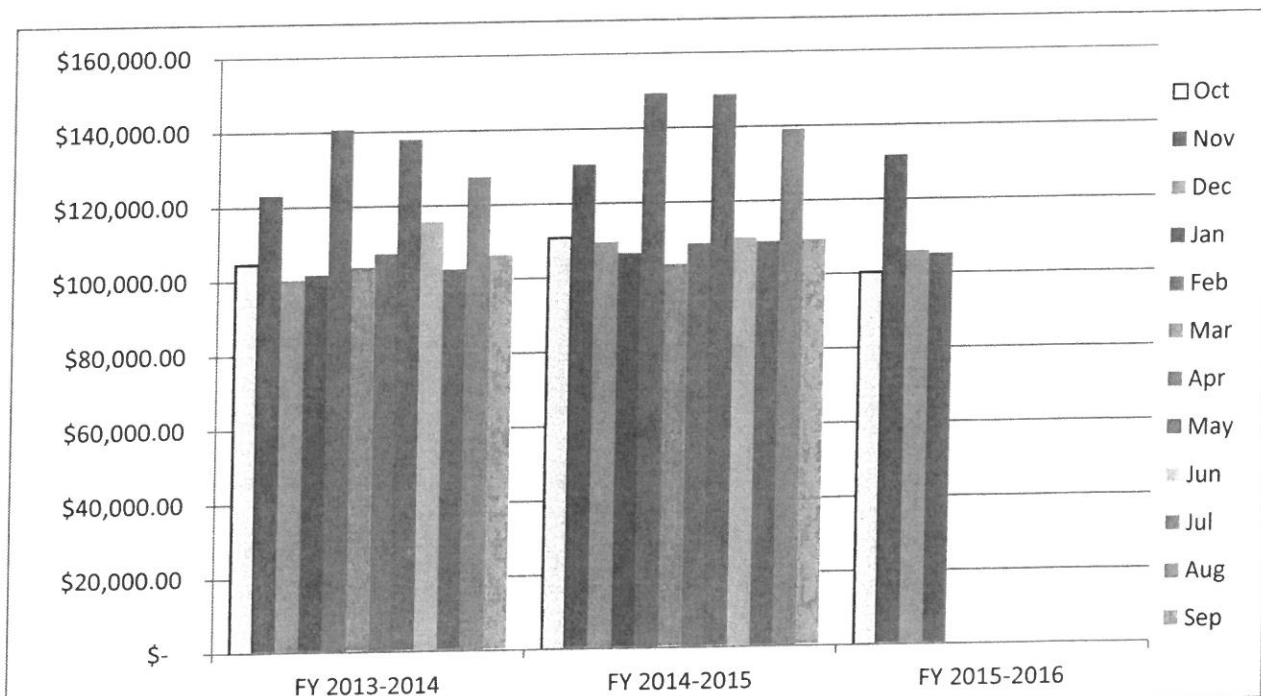
Description/Information: For Information Purposes Only.

Financial Impact: None.

Action/Recommendation: None Required.

Copperas Cove Economic Development Corporation
Current YTD Schedule of Sales Tax Collections
(With YTD and Comparative Collections in FY 2015-2016)
As of January 31, 2016

	Monthly Receipts FY2013-2014	Monthly Receipts FY2014-2015	Monthly Receipts FY2015-2016	% Comparison to Prior Year
October	\$ 104,621.28	\$ 110,813.77	\$ 100,329.85	(9.46)
November	\$ 122,977.55	\$ 130,215.40	\$ 131,587.48	1.05
December	\$ 100,224.80	\$ 109,419.06	\$ 105,976.19	(3.15)
January	\$ 101,587.42	\$ 106,313.38	\$ 105,049.40	(1.19)
February	\$ 140,686.23	\$ 149,288.46		
March	\$ 103,425.35	\$ 103,117.99		
April	\$ 107,096.31	\$ 108,778.82		
May	\$ 137,559.51	\$ 148,470.44		
June	\$ 115,637.01	\$ 110,106.85		
July	\$ 102,693.91	\$ 108,950.04		
August	\$ 127,482.27	\$ 139,123.02		
September	\$ 106,168.56	\$ 109,193.30		
Total	\$ 1,370,160.20	\$ 1,433,790.53	\$ 442,942.92	(3.03)
YTD Totals	\$ 1,370,160.20	\$ 1,433,790.53	\$ 442,942.92	(3.03)





**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 10 (a)

Subject: **Discussion and consideration of action to approve payment of an invoice from Walker Partners in the amount of \$6,315.00.**

Description/Information: Attached is an invoice from Walker Partners that is related to the survey and platting of property in The Narrows that CCEDC intends to sell to CDL Research & Development Group, LLC. These costs are associated with having to submit a Final Plat.

The Board of Directors approved the plat in the November Board Meeting.

Financial Impact: \$6,315.00 from The Narrows Business & Technology Park: Construction line item in the current FY2015-2016 budget.

Action/Recommendation: Staff recommends that the Board approve payment of this invoice from Walker Partners in the amount of \$6,315.00.

Invoice

engineers ★ surveyors
600 Austin Avenue, Suite 20
Waco, TX 76701
Phone: (254) 714-1402 / Fax: (254) 714-0402
www.walkerpartners.com
TBPE No. 8053 | TBPLS No. 10032500

Monica Hull
Copperas Cove Economic Development Corp.
210 South First Street
Copperas Cove, TX 76522

December 31, 2015

Invoice No: 0201546.00 - 11171

Project Manager: Otto E. Wiederhold, P.E.

Project 0201546.00 Replat of The Narrows

Engineering/Surveying Services through December 29, 2015

Phase 014 Final Plat

	Hours	Rate	Amount
Project Manager	7.50	150.00	1,125.00
Professional V	17.75	100.00	1,775.00
Technician VI	.50	110.00	55.00
Technician V	36.00	90.00	3,240.00
Technician II	2.00	60.00	120.00
	63.75		6,315.00
Total Hourly Fee			6,315.00

Sub-total \$6,315.00

Total this Invoice \$6,315.00

Billings to Date

	Current	Prior	Total	Received	A/R Balance
Hourly Fee	6,315.00	5,255.00	11,570.00		
Expense	0.00	13.46	13.46		
Totals	6,315.00	5,268.46	11,583.46	2,605.00	8,978.46

Authorized By: 

Otto E. Wiederhold, P.E.

Date: 1/19/2016

RECEIVED
JAN 22 2016

9:30 CN/PAS



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 10 (b)

Subject: Review of CCEDC Bylaws – Discussion, review and consideration of possible changes to the CCEDC Bylaws.

Description/Information: On January 5, 2016, members of the CCEDC Board of Directors presented changes and updates to the CCEDC Bylaws to the City Council during the workshop. Several changes were discussed. In brief:

- 1) The Financial Services Agreement now governs how we work with the City regarding financial reporting
- 2) Removal of term limits and adding a Vice Chairman
- 3) Adding language pertaining to the possible result of a board member with too many unexcused absences
- 4) Only officers (and not the executive director) can sign checks
- 5) Budget reallocations greater than \$50,000 between funds must be approved by City Council.

Attached are the bylaws with these changes and other possible changes marked. Pending CCEDC Board approval, these will be sent to City Council for their review and consideration during the March 1, 2016 City Council Meeting.

Financial Impact: None.

Action/Recommendation: Staff recommends that the Board of Directors review and approve the Bylaws and submit them to City Council for their review and possible approval.



CORPORATE BYLAWS

Amended by CCEDC Board 2/19/2016

Approved by City Council 3/1/2016

Adopted by CCEDC Board 3/24/2016

ARTICLE I POWERS AND PURPOSES

Section 1.01

In order to implement the purposes for which the Corporation was formed as set forth in the Articles of Incorporation, the Corporation shall receive, secure, and reimburse tax proceeds from the half cent sales tax for economic development and may issue obligations to finance all or part of the cost of one or more "projects" or other uses authorized by Chapters 501, 502 and 504 of the Texas Local Government Code (the "Act"), as amended (the "Code").

Section 1.02

The Corporation shall not issue any bonds or certificates of obligation pursuant to the Code, unless the City of Copperas Cove City Council (the "Unit") has approved said action by resolution, adopted no less than thirty (30) days prior to the date of the issuance of the bonds or certificates of obligation. The Unit shall have the authority to direct the Corporation to expend funds and issue bonds or certificates of obligation to support eligible projects pursuant to the Code.

Section

1.03

The Corporation shall keep correct and accurate books and records of account in the financial software system in use by the City (the Unit) and shall also provide monthly financial reporting in a format approved by the Unit. All books and records of the Corporation shall be kept at the principal office of the Corporation in accordance with Section 501.073 of the Texas Local Government Code. **The Unit and the Corporation acknowledge and agree that the management of the Corporation's financial records shall be administered by the Unit pursuant to the terms of the Financial Services Agreement.**

Section

1.04

All expenditures of the Corporation shall be completed in accordance with Texas Local Government Code chapter 501, Subchapter A, Section 501.073 and Chapter 504. The Corporation shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit. The audit shall be completed by an independent auditor selected by the Unit.

ARTICLE II DIRECTORS and OFFICERS

Section

2.01

The property and affairs of the Corporation shall be managed and controlled by the Board of Directors, subject to the restrictions imposed by law, the articles of incorporation and bylaws, and shall be composed in its entirety of persons appointed by the Unit. The Directors and Officers shall be appointed and serve in accordance with Texas Local Government Code Chapter 504, Subchapter B.

Section

2.02

Vacancies in the Board shall be filled by the appointment of successor Directors by the Unit.

Section

2.03

The property and business of the Corporation shall be managed by the Board of Directors, which may exercise all powers of the Corporation.

Section

2.04

The Directors serve in accordance with Texas Local Government Code Chapter 504, Section 504.051. Directors shall serve a term of ~~two (2)~~ **three (3)** years, be reviewed by the Unit annually, and are eligible for re-appointment upon approval of the Unit.

Section

2.05

The annual meeting of the Corporation shall be held at the principal office of the Corporation to coincide with the Regular October Meeting of the Board of Directors. All other meetings may be held at the place selected within the corporate limits of the City of Copperas Cove, Texas. Every Annual, Regular, or Special Meeting of the Board of Directors shall be open to the public, except as otherwise permitted by the Constitution of the State of Texas or by the Open Meetings Act, Texas Government Code Chapter 551.

Section

2.06

Regular meetings may be held at such time as shall from time to time be determined by the Board, approved by the Unit and held in accordance with the Texas Open Meetings Act. All meeting minutes of the Board shall be posted on the Corporation's website upon approval of the minutes by the Board.

Section

2.07

Special meetings of the Board may be called by the Chairman on three days' notice to each Director, either personally, by regular mail or by electronic mail. Special meetings may also be called by the Secretary in a like manner on the written request of two Directors.

Section

2.08

Meetings of the Board and Requests for Public Information shall comply with the Texas Local Government Code Chapter 501, Section 501.072. The Corporation will keep minutes of the proceedings of its Board of Directors (the "Board of Directors") and committees having any of the authority of the Board of Directors.

Section 2.09

At all meetings of the Board of Directors the presence of three Directors shall be necessary and sufficient to constitute a quorum for the transaction of business. Unless otherwise provided in these Bylaws or in the Articles of Incorporation or as required by law, the act of a simple majority of the Directors present at any meeting for which a quorum is present shall be the act of the Board of Directors. Any Director may bring to the attention of the meeting any apparent conflict of interest or potential conflict of interest of any other Director, in which case the Board of Directors shall determine whether a true conflict of interest exists before any vote shall be taken regarding that particular matter. The Director as to whom a question of interest has been raised shall refrain from voting with regard to the determination as to whether a true conflict exists.

Section 2.10

Public hearings required under Section 147(f) of the Internal Revenue Code of 1954, as amended, may be called and conducted by any officer or Director of the Corporation, and such officer or Director may establish the date, place, and time of the hearing and may give notice of the hearing.

Section 2.11

The Board of Directors may, by resolution or resolutions adopted by a majority of the whole Board of Directors, establish one or more committees, each committee to consist of two or more of the Directors of the Corporation. Such committee or committees shall have such name or names, and such powers, as may be determined from time to time by resolution adopted by the Board of Directors.

Section 2.12

The committee shall keep regular minutes of their proceedings and report the same to the Board of Directors when required.

Section 2.13

Directors, as such, shall receive no compensation for services rendered as Directors, but shall be reimbursed for all reasonable expenses incurred in performing their duties as Directors.

Section 2.14

Each October, at the Annual Meeting of the Board, the Directors shall organize, appointing a Chairman, **Vice Chairman** and Secretary.

Section 2.15

The Chairman shall preside at all meetings of the Board of Directors and shall be an ex officio member of all standing committees, shall have a general supervision of the management of the business of the Corporation, and shall see that all orders and resolutions of the Board of Directors are carried into effect.

Once reviewed and approved by the Unit, the Chairman may execute bonds, mortgages, and other contracts requiring a seal of the Corporation, except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Corporation.

Section 2.16

The Vice-Chairman, in the absence or disability of the Chairman, performs the duties and exercises the powers of the Chairman and shall perform such other duties as the Board of Directors shall prescribe.

Section 2.17 (renumbered)

The Secretary shall attend all sessions of the Board of Directors and cause to be recorded accurate minutes of the proceedings in compliance with all statutes and ordinances governing the EDC as well as the bylaws and resolutions of the City Council. He shall give, or cause to be given, notice of all special meetings of the Board of Directors and shall perform other such duties as may be prescribed by the Board of Directors or the Chairman, under whose supervision he shall be. He shall keep in safe custody the seal of the Corporation and, when authorized by the Board, affix the same to any instrument requiring it, and when so affixed, it shall be required as to instruments executed in the course of ordinary business he shall attest to the signature of the Chairman and shall affix the seal hereto. ~~In the absence of the Chairman, the Secretary will serve as Chairman.~~

Section 2.18 (renumbered)

Any officer may be removed at any time by the affirmative vote of a majority of the whole Board. If the office of any officer becomes vacant for any reason, the vacancy shall be filled by the Board of Directors.

Section 2.19 (renumbered)

The Board of Directors may require the serving officers to give the Corporation bond in such sums and with such surety or sureties as shall be satisfactory to the Board of Directors for the faithful performance of the duties of their office and for the restoration of the Corporation, in case of his death, resignation, retirement, or removal from office, of all books, papers, vouchers, money and other property of whatever kind in his possession or under his control belonging to the Corporation.

Section 2.20 (renumbered)

All members of the Board of Directors shall be required to attend the Basic Economic Development Course (BEDC) at an acceptable institution of higher learning within twelve months of the initial appointment date to the Board of Directors. An acceptable alternative course that would meet the BEDC's curriculum requirements may be substituted with approval in advance by a majority vote of the other Board of Directors. If because of scheduling requirements or no course vacancies are available, one six-month extension period to the requisite may be granted by a majority vote of the Board of Directors. Otherwise, if this prerequisite is not met with the prescribed time frame, the Board of Directors shall, within thirty days of the end of the prescribed period, recommend to the Unit that the non-complying Board member's position be declared vacant by the Board of Directors within thirty days of the end of the prescribed period. In addition, within 90 days of taking the oath of office, the Board Member shall complete the courses of training of not less than one and not more than two hours regarding the responsibilities of the government body IAW Chapter 551 of the Open Meeting Act and Chapter 552 of the Public Information Act. These courses may be completed on the current State of Texas Web sites.

Section 2.21 (renumbered)

Regular attendance at the Board of Directors' meeting is required of all Directors. Should any Director miss three consecutive meetings without being excused by the remaining Directors or attendance reflecting unexcused absences constituting fifty percent (50%) of the regularly scheduled meetings over any twelve month period, **they may be removed from the Board**. In the event replacement is indicated, Director will be counseled by the Chairman and, subsequently, the Chairman shall submit, in writing, to the City Secretary, a statement informing the Unit of the need to replace the Director in question. The office shall be declared vacant and filled in accordance with these Bylaws.

Section 2.21 (renumbered)

The City Manager or designee or the Unit designee may attend all meetings of the Board of Directors, including executive, private or public. These representatives shall not have the power to vote in the meetings they attend. Their attendance shall be for the purpose of ensuring the flow of information occurs to assist project movement.

ARTICLE III NOTICES

Section 3.01

Whenever under the provisions of the statutes or these Bylaws, notice is required to be given to any Director, it shall not be construed to mean personal notice, but such notice may be given in writing, by regular mail or electronic mail addressed to such Director at such address as appears on the books of the Corporation and such notice shall be deemed to be given at the time when the same shall be thus mailed.

Section 3.02

Whenever any notice is required to be given under the provisions of the statutes or of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

ARTICLE IV FISCAL PROVISIONS

Section 4.01

No dividends shall ever be paid by the Corporation and no part of its net earning remaining after payment of its expenses shall be distributed to or inure to the benefit of its directors or officers or any individual, firm, corporation, or association, except that in the event the Board of Directors shall determine that sufficient provision has been made for the full payment of the expenses, bonds, and other obligations of the Corporation, then any net earnings, of the Corporation thereafter accruing shall be paid to the City of Copperas Cove, Texas.

Section 4.02

The Board of Directors shall have prepared for each annual meeting a full and clear statement of the business and condition of the Corporation. The Corporation will be audited annually. The audit shall be presented to the Unit for review. Once a month the Corporation shall submit to the Unit a Monthly Report containing unaudited financial status and other significant activities of the Corporation.

Section 4.03

All checks or demands for money and notes of the Corporation shall be signed by such officers as the Board of Directors may from time to time designate, provided that in no event shall a check be negotiable until it is signed by at least two officers ~~or in the absence of an Officer, the Executive Director may sign checks issued by the Corporation.~~

Fiscal Year

Section 4.04

The fiscal year shall be from October 1 to September 30 each year.

Section 4.05

The Executive Director shall prepare each year a Corporation itemized budget to cover the proposed expenditures of the Corporation for the succeeding year. The proposed budget shall be submitted to the Board the 90th day prior to the Board adoption of the budget. The Board shall submit the proposed itemized budget to the Unit's City Secretary, for record and placement on the Council agenda, before the 60th day the Unit's Governing Body is scheduled to approve the Corporation's budget. The itemized budget shall provide as clear a comparison as practicable between expenditures included in the proposed budget and actual expenditures for the same or similar purposes made for the preceding year. The budget must show as definitely as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each project. The budget must contain a complete financial statement of the Corporation that shows (1) the outstanding obligations of the Corporation; (2) the cash on hand to the credit of each fund; (3) the funds received from all sources during the preceding year; (4) the funds available from all sources during the ensuing year; and (5) the estimated revenue available to cover the proposed budget. A public hearing shall be held by the governing body. The governing body shall set the public hearing date after the 15th day after the date the Board files the

proposed budget with the City Secretary. The Corporation shall provide notice of the date, time and location of the hearing and the approval date by the Unit's governing body on the Corporation's website.

**Fiscal Policy for Maintaining Adequate Level of Reserves in
Corporation's Operating Fund and Other Funds**

Section 4.06

The Corporation shall maintain unencumbered cash reserves equivalent to three (3) months expenditures for the Operating Fund. This twenty-five (25) percent designated reserve shall be based on the approved Operating Fund Budget for that year. Any long-term debt shall have at least a three (3) month reserve or whatever is required by bond ordinance or instrument (once reviewed and approved by the Unit). Unencumbered cash reserves in excess of the recommended amounts may be moved to the Capital Projects Fund upon approval by the Board of Directors. The Capital Projects Funds may be used in a manner prescribed by the Board of Directors for a major capital outlay, capital improvement, land acquisition, or other items allowed by Texas Law. Disbursement from the Capital Project Fund shall be by budget appropriation. Upon approval by the Unit funds may also be transferred from the Capital Project Fund to the Operating Fund Reserve when the level of reserve falls below minimum levels with approval of the Board of Directors.

Section 4.07

The Executive Director shall be authorized to complete line item transfers within the Budget, without increasing the total Budget. These line item transfers will be completed by Budget Reallocation, as needed, and will be presented to the Board of Directors for approval. Estimated expenditures shall not exceed estimated resources. If at any time the Budget needs to be amended through an increase, a majority vote of the Board of Directors and approval of the Unit will be required. Any budget reallocations **between funds** equal to or greater than \$50,000.00 will require the approval of the Unit's governing body.

Section 4.08

Temporary and idle funds which are not needed for immediate obligations of the Corporation may be invested in any legal manner provided by the Public Funds Investment Act and authorized by the approved Copperas Cove Economic Development Corporation Investment Policy.

ARTICLE V OFFICES

Section 5.01

The principal office of the Copperas Cove Economic Development Corporation (the "Corporation") shall be at 210 South First Street, Copperas Cove, TX, 76522.

ARTICLE VI

Section 6.01

These Bylaws are not in force until approved by the Unit.

Section 6.02

These Bylaws may not be altered, changed, or amended in any manner without review and approval by the Unit. Amendments must be completed in accordance with the Texas Local Government Code Section 501.064(c)(2) and shall be reviewed by the Board at a minimum of every two (2) years.

Section 6.03

Executive Director

The salary of the Executive Director may not exceed \$100,000 per year without prior approval of the Unit and the auto allowance provided to the Executive Director may not exceed \$500 per month without the approval of the Unit.

The Executive Director position shall be posted with the following desired/preferred minimum qualifications for certification requirements: (1) be a graduate of the Economic Development Institute (EDI) within two (2) years from date of employment; and (2) must reside in the corporate City limits of Copperas Cove within six months from date of employment.

APPROVED BY THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS

on _____, 2016 at which meeting a quorum was present and voting.

Bradi D. Diaz, Chairman

ATTEST:

Jack Smith, Secretary

APPROVED BY THE UNIT ON THIS _____, 2016 at a meeting held in compliance with the Open Meetings Act (Texas Government Code, Article 551.001 et seq), at which meeting a quorum was present and voting.

Frank Seffrood, Mayor
City of Copperas Cove

ATTEST:

Mariela Alcott, City Secretary

APPROVED AS TO FORM:

Denton, Navarro, Rocha
& Bernal, P.C., City Attorney



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 10 (c)

Subject: Discussion and consideration of approving a contract with an executive recruiting firm to conduct a search for the Executive Director position.

Description/Information:

In the Regular Board Meeting held on January 21, the board approved the formation of a committee to discuss the details of conducting an Executive search for the Executive Director position. The committee is made up of the Chairman of the Board, Bradi Diaz, Secretary, Jack Smith and the Business Retention Specialist Diane Drussell.

Diane Drussell contacted three consultants to submit proposals. The three consultants were:

Johnson & Associates
Waters & Company
Chris Hartung Consulting

Upon receipt of the proposals, Diane Drussell compiled a list to compare the three. The evaluation was based on price, tasks and background information provided by each company.

The committee met again on February 5 and discussed the options. After discussion, it was decided Johnson & Associates would be the best option. This was based on reputation, history, their familiarity with Copperas Cove and working with Economic Development Organizations. Johnson & Associates is knowledgeable of the dynamics in Copperas Cove and the CCEDC has worked with them previously. It was decided they would be the best firm to conduct this search.

Financial Impact:

None

Action/Recommendation:

Staff suggests approval of the contract with Johnson & Associates and to authorize the Chairman to sign the contract.

Overview for Executive Search

Proposals were requested of 3 firms:

Johnson & Associates

Waters & Company

Chris Hartung Consulting

	Johnson & Associates	Waters & Company	Chris Hartung Consulting
Base Fee	\$15,000 <i>Plus expenses</i>	\$24,500 <i>All Inclusive</i>	\$15,000 <i>Plus expenses</i>
Payment Structure	3 installments	4 installments <ul style="list-style-type: none"> • 30% • 30% • 30% • 10% 	5 installments <ul style="list-style-type: none"> • \$4,000 • \$3,000 • \$2,000 • \$2,000 • \$2,000
Yrs. Experience (firm)	30+	20+	20+
Relevant Executive Searches (Economic Development)	79+	20+	2+
Timeline (signing of contract to job acceptance)	90 days +	90 days +	90 days +

Johnson & Associates and Chris Hartung Consulting both have a base fee, plus expenses. The additional expenses will include (but not limited to) what they call "candidate development". These fees encompass travel costs for the firm, advertising, printing (all three of the firms create a brochure), background checks and other necessary expenses. They will be billed separately, aside from the installments listed above.

Waters & Company has an all-inclusive fee (that includes "candidate development" fees as listed above). However, if more information or services are required, the CCEDC will be billed at \$220 per hour.

None of the fees listed above include the candidate travel expenses. The CCEDC will be responsible for handling travel and all related expenses for the candidates, directly.

There were several reasons the search committee selected Johnson & Associates to perform this search.

- Many years of experience in executive searches
- Extremely familiar with Economic Development organizations, positions and job descriptions (see page 16 for a list of searches completed for ED organizations).
- Good history and reputation
- Familiarity with Copperas Cove and the dynamics involved
- Has worked with the CCEDC previously



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 11 (a)

Subject: Discussion and consideration of action to approve payment of an invoice from Copperas Cove Chamber of Commerce in the amount of \$2,500.00.

Description/Information: Attached is an invoice from Copperas Cove Chamber of Commerce for Joint Image Sponsorship 2015-2016.

Financial Impact: \$2,500.00 from FY2015-2016 budget Business Attraction: Joint Image Campaign line item.

Action/Recommendation: Staff recommends approval of this invoice in the amount of \$2,500.00.

Copperas Cove Chamber Of Commerce

204 East Robertson Avenue
Copperas Cove, TX 76522

Invoice

RECEIVED
FEB 1 2016
10:30 CN/PAS

Date	Invoice #
1/29/2016	4861

Bill To
Copperas Cove Economic Development Corp. 210 S 1st St Copperas Cove, TX 76522

Ship To
Copperas Cove Economic Development Corp. 210 S 1st St Copperas Cove, TX 76522

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project	
	Due Upon Receipt		1/29/2016				
Quantity	Item Code	Description			U/M	Price Each	Amount
	Joint Image Funds	2016Joint Image Sponsorship				2,500.00	2,500.00

THANK YOU FOR YOUR SPONSORSHIP!

Phone #	Fax #
254-547-7571	254-547-5015

Total Web Site
www.copperascove.com

\$2,500.00



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 11 (b)

Subject: Discussion and consideration action regarding the City's request that CCEDC provide matching funds for the downtown sidewalk project, Phase III and also to authorize the Chairman of the Board to sign the letter of support.

Description/Information: On August 29, 2014 the CCEDC Board of Directors approved Resolution 2014-2, pledging to contribute no more than 10% of the cost Phase I of the sidewalk improvements in the downtown area, estimated to be \$45,944.30.

On October 22, 2015, the CCEDC Board of Directors approved support for Phase II of the project by sending a letter of support. Cost is estimated to be \$27,377.74.

This third request from the City is to assist with a 10% match for Phase III of the sidewalk improvements:

Project Cost: \$362,191.26

City Contribution: \$45,713 (10% match + 3% TxDOT administration fee)

CCEDC Contribution: \$35,164 (10% match, construction costs only)

Total local contribution for Phase III is \$80,877.

Total CCEDC contribution for all three phases is \$108,486.04. The phases are as follows:

Phase I is from 2nd to Main

Phase II is from Main to 1st

Phase III is from 1st to 3rd

The City has provided a sample letter of support for the Chairman's signature, should the Board approve participation.

Financial Impact:

An additional \$35,164 for a total of \$108,486.04 to be paid over a possible three-year period. These funds are not budgeted and will require a budget reallocation or amendment when the funds are actually expended.

Action/Recommendation:

Staff will follow the direction of the Board.

PRELIMINARY OPINION OF PROBABLE COST



2016 Copperas Cove Downtown Revitalization Phase 3

Between S 3rd Street and S 1st Street

Date: February 3, 2016

Item No.	Desc. Code	Item Description	Quantity	Unit	Unit Cost	Total
*		Preparing ROW (locate existing utilities and avoid)	1	LS	\$ 9,500.00	\$ 9,500.0
*		Preparing ROW (relocate large 2-column sign)	1	EA	\$19,500.00	\$ 19,500.0
*		Preparing ROW (relocate small sign)	3	EA	\$ 1,170.00	\$ 3,510.0
104	2017	Removing existing Concrete Driveway	125	SY	\$ 39.00	\$ 4,875.0
104	2022	Removing Concrete (curb and gutter or valley gutter)	330	LF	\$ 26.00	\$ 8,580.0
104	2036	Removing Concrete (sidewalk or ramp)	135	SY	\$ 75.00	\$ 10,125.0
105	2020	Removing "Saw Cut" and Removing Existing HMAC at Curb	370	SY	\$ 23.40	\$ 8,658.0
105	2021	Removing base and asph paving (Existing Parking)	220	SY	\$ 21.00	\$ 4,620.0
162	2002	Block grass sodding	100	SY	\$ 13.00	\$ 1,300.0
247	2342	Flexible Base (ty a gr 2)(8")	300	SY	\$ 32.00	\$ 9,600.0
340	2106	HMAC 2" Thick Type "D"	220	SY	\$ 26.00	\$ 5,720.0
416	2029	Light pole and fixture	0	EA	\$23,400.00	\$ -
450	2073	Handrail (ty b) for ramps	200	LF	\$ 162.50	\$ 32,500.0
500	2001	Mobilization	1	LS	\$ 5,500.00	\$ 5,500.0
502	2001	Barricades, signs and traffic handling	8	MO	\$ 3,250.00	\$ 26,000.0
529	2010	Std Concrete Curb and Gutter (ty ii) (reinf)	350	LF	\$ 19.50	\$ 6,825.0
530	2010	Driveway Replacement (concrete)	150	SY	\$ 84.50	\$ 12,675.0
531	2005	Curb Ramp (ty 1)	2	EA	\$ 2,730.00	\$ 5,460.0
531	2024	Concrete sidewalk includes terrace rises (5"-8")	380	SY	\$ 320.00	\$ 121,600.0
531	2025	Concrete Handicapped Ramps (12"-30" Elevation Change)	3	EA	\$11,570.00	\$ 34,710.0
618	2022	Conduit (pvc) (sched 40) (3")	300	LF	\$ 15.60	\$ 4,680.0
644	2081	Small road sign	3	EA	\$ 585.00	\$ 1,755.0
666	2012	Reflective Pavement Marking 4" (sld) (100mil)	700	LF	\$ 2.60	\$ 1,820.0
666	2048	Reflective Pavement Marking 24" (sld) (100mil)	150	LF	\$ 19.50	\$ 2,925.0
666	2391	Reflective Pavement Marking (Accessible Parking Space)	2	EA	\$ 585.00	\$ 1,170.0
1122	2037	Temporary sediment control fence install (SWPP Preparation)	330	LF	\$ 7.80	\$ 2,574.0
5-1		Outdoor 6' bench	2	EA	\$ 1,950.00	\$ 3,900.0
5-2		Outdoor trash receptacle	2	EA	\$ 780.00	\$ 1,560.0

Total Construction: \$ 351,642.0

TxDOT 3% Administration Fee: \$ 10,549.2

Project Budget: \$ 362,191.2



 **COPY**

February 18, 2016

**Economic
Development
Corporation**

Andrea Gardner
City Manager
City of Copperas Cove
914 S. Main St., Suite D
Copperas Cove, Texas 76522

RE: City of Copperas Cove 2015 KTMPO Category 9 TAP Grant Application

Dear Mrs. Gardner:

The Copperas Cove Economic Development Corporation (CCEDC) would like to endorse the City's submission of a Transportation Alternatives Program grant application for Category 7 funds through the KTMPO.

The CCEDC agrees that the sidewalk improvement project along Avenue D is worthwhile and the use of taxpayer funds is permitted under its statutory authority and its bylaws. These improvements will lead to continued revitalization of our downtown.

The CCEDC would like to contribute a match of 10% toward the cost of the project construction.

Please allow this letter to serve as the CCEDC's commitment of our pledge to this project.

Sincerely,

Bradi D. Diaz
Chairman



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 11 (c)

Subject: **Discussion and consideration of action regarding moving the March 2016 Regular Meeting of the Copperas Cove EDC Board of Directors.**

Description/Information: The Copperas Cove EDC Board of Directors Regular Meeting is usually scheduled for the third week of the month; however, in March, this date conflicts with Spring Break. Some board members will not be able to attend.

Staff suggests moving the meeting forward one week to March 24, 2016.

Financial Impact: None.

Action/Recommendation: Staff suggests the date of March 24, 2016 be established as the date for the CCEDC Board of Directors Regular Meeting in March.



**Copperas Cove
Economic Development Corporation**

February 18, 2016

Agenda Item No. 11 (d)

Subject: **Discussion and consideration of action to hire a facilitator/consultant to conduct strategic planning for the Copperas Cove EDC.**

Description/Information: During the Regular Meeting on January 21, 2016, staff was directed to send out bids to hire a facilitator/consultant to conduct strategic planning for the Copperas Cove EDC.

The last strategic plan was conducted by Ron Cox in 2011 and is attached.

Staff sent out requests for proposals to firms that conduct strategic planning sessions and received only one in time to include in this board packet, from Ron Cox. Staff will continue to reach out to other firms in an attempt to have a few more for the Board to consider at the board meeting.

Financial Impact: To be determined.

Action/Recommendation: Staff recommends that the Board of Directors review the proposal(s) and select a facilitator/consultant to conduct strategic planning for the Copperas Cove EDC.

The backup to this Agenda Item is posted separately on the website.



Monica MacKay
Interim Executive Director
Prospect Report
February 2016

- Project Big Rig: Plat going through Planning & Zoning --- preliminary plat approved, final plat goes before P&Z this month
- Project Big Tex: seeking property in Central Texas (several in Copperas Cove) – Active, representative working with owner to select property.
- Project Pam (Dewald service station site): Prospect is still in negotiations with private property owner
- Project Metal: Successful site visit on December 7, 2015; following up with requested information
- Project Made Fresh: quick-serve restaurant interested in redeveloping Casa Ole Site – on hold
- Project CD: Commercial
- Project Wood: Commercial
- Project 10+: unable to disclose industry
- Project Holdup: A California manufacturing prospect that we visited in June 2015. Site visit conducted on Feb. 1, 2015
- Project Etch: A California manufacturing prospect – prospect reached out last week after a long time of no communication. Still interested.



Diane Drussell

Business Retention Specialist

Staff Report

January 21 – February 12, 2016

Copperas Cove EDC

- Assigned to the "Executive Search" Committee
 - Contacted three companies to request proposals
 - Received proposals and reviewed with the committee
- Met with Rick K. and another representative of the Coryell County ED Board
- Working on a Retention manual for records
- Reviewing all of our websites to ensure everything is up to date
 - Working with CT Online Design to update
- Coordinated staff meetings for the year

Business Retention and Expansion

- Walk in Customers
 - Roz G. – Considering purchasing an existing business
 - Gaylene – Business questions regarding compliance
 - Tanisha & Nina B. – opening a business – reviewed all that we do and how we can help
- Working with an existing customer who is changing her business idea/ plan.
- Finalizing Business Start Up Information Packet
 - Working with Board Member Marc Payne
 - Creating a presentation based on the information as well
- Coordinated SBDC Workshops
 - Organized workshop with the SBDC Counselor for a schedule of programs for the upcoming year
 - Business Start-up 101
 - Business Plan Series
 - Financials
 - Market Industry

Workshops

- Scheduled all of the day time workshops through the month of February
- Evening workshops are being scheduled and have been well attended
 - Hosted workshops
 - Websites Still Matter (January workshop)

- Upcoming workshops for the new year
 - Marketing for Your Business and Social Media
 - Sales Tax
 - Customer Service

Entrepreneur Center

- Open House/ Chamber Mixer to be held on April 7 – Mark the Date
- Possible new tenant in March – Phillip S.
- Now offering an Open House Business Start-up
 - Once a month – walk-ins encouraged
 - Working to partner with SCORE on some events
 - Held meeting on January 19th and will partner on some workshops
 - Scheduled a 3 – part series titled “Proven Business Road Map” workshop
 - Held during the day
 - Possible monthly networking event
 - Lunch and Learn Topics to schedule
 - How to present yourself
 - Business Start up
 - Business Etiquette
- Finalized repairs on the building with the contractors (the landlord paid for all repairs)
- Creating new marketing material for CCEC
 - Revamping brochure
 - Flyers
 - Schedule postings on Facebook pages

Facebook pages continue to gain “Likes”

- Copperas Cove EDC (Main Page) – **555** (from **551**)
- Copperas Cove EDC (sub- page) - **623** (from **550**)
- Copperas Cove Entrepreneur Center - **413** (from **403**)

Community involvement

- D. Drussell – President of the Copperas Cove Noon Lions Club
 - Attends meetings 2x's a month
 - Sits on the Golf Committee
 - Will be attending a class on February 13 to become certified on the Sight Screening machine
 - Scheduled a road clean up March 5 (we adopted a 2 mile section on the by-pass)
- D. Drussell is an Ambassador
 - Meet once a month for Ambassador meeting
 - Attend Business of the Month ceremonies
 - Chamber Banquet
 - Sat on the Decorating committee

WORKSHOPS

Daytime Workshops

Unless otherwise noted – all workshops during the day will be held at the Copperas Cove Entrepreneur Center located at 207 S. Third Street, Copperas Cove.

Tuesday, February 2, 2016 (1st Tuesday of each month) – 9:30 am – 1:00 pm

SBDC Counselor – One on One Business Counseling

By Appointment (254-598-7480)

Tuesday, February 9, 2016 (2nd Tuesday of each month) –

Business Startup Counseling with Diane

1:30 pm – 4:00 pm - Walk In – No appointment needed

Tuesday, February 9, 2016 - 10:00 am - 11:30 am

Proven Business Road Map – This is a 3 part workshop that will assist you in putting your idea on paper to implementation.

Please RSVP by contacting Diane: 254 -547-7874 or via email: business.retention@copperascove-edc.com

Tuesday, February 16, 2016 - 10:00 am - 11:30 am

Proven Business Road Map – This is the 2nd part of a 3 part workshop that will assist you in putting your idea on paper to implementation.

Please RSVP by contacting Diane: 254 -547-7874 or via email: business.retention@copperascove-edc.com

Tuesday, February 23, 2016 - 10:00 am - 11:30 am

Proven Business Road Map – This is the 2nd part of a 3 part workshop that will assist you in putting your idea on paper to implementation.

Please RSVP by contacting Diane: 254 -547-7874 or via email: business.retention@copperascove-edc.com

Tuesday, March 1, 2016 (1st Tuesday of each month) – 9:30 am – 1:00 pm

SBDC Counselor – One on One Business Counseling

By Appointment (254-598-7480)

Tuesday, March 8, 2016 (2nd Tuesday of each month)

Business Startup Counseling with Diane

1:30 pm – 4:00 pm - Walk In – No appointment needed

Tuesday, March 15, 2016 (3rd Tuesday of each month) – 9:30 -10:30 am

SBDC Counselor – Business Basics Workshop – Let's Talk About Your Business Plan

Available for appointments after workshop (254-598-7480)

***We will be bringing back a lunchtime workshop very soon.
Stay tuned!***

FOR MORE INFORMATION or to be placed on our electronic distribution list, please email or call:

Diane.drussell@copperascove-edc.com 254-547-7874

Workshop topics are subject to change. A schedule of workshops can also be found on our website at: www.copperascove-edc.com.

You can register and see full descriptions of the workshops and events by visiting our Facebook page:

<https://www.facebook.com/CopperasCoveEntrepreneurCenter>.

Be sure to "Like" it.

If you do not have a Facebook page, and would rather this information be sent to you via email, please send an email requesting this:

diane.drussell@copperascove-edc.com. In the subject line, please put "add to customer contact list".

The Copperas Cove Entrepreneur Center

Proven Business Road Map

3 Part Series for those seriously considering a business

February 9, 16 and 23
10:00-11:30 am

*You have an idea. You may want your idea to become a business.
So, now what?*



Join us for this 3-part workshop series. We offer a proven road map to coach you to success. There is no reason to be confused or scared – we take you step by step!!

This series is for those of you seriously considering becoming self employed - even if you have not yet acted on it. Let's get your ideas down on paper!

We help you develop your idea, test it, organize it, and build it from there!

Please call (254) 547-7874 to reserve your seat.


Copperas Cove
Economic Development Corporation

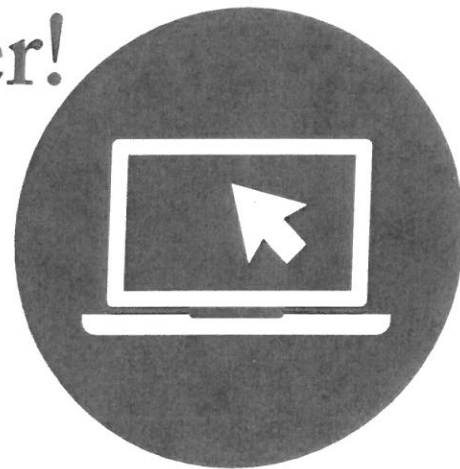
The Copperas Cove Entrepreneur Center
207 S. Third Street | Copperas Cove, TX 76522

*Join the Copperas Cove Economic Development Corporation
for our February Workshop!*

Websites Still Matter!

February 22, 2016 - 5:45 pm

Copperas Cove Entrepreneur Center
207 S. Third Street
Copperas Cove



A recent *Forbes* article suggests that businesses not kill off their websites in favor of social media-only marketing, but urges industries to maintain modern websites as a place to highlight and archive their social media activities.

That sounds great, but having a web development firm who creates, manages, updates and contributes to your web content is oftentimes unaffordable for small businesses. This seminar shows business owners and their staff how they can manage their own web presence to drive traffic and increase sales.

Dan Elder of milMedia Group has been creating web personas for almost 20-years; he began in the era before the commercial web even existed. He will introduce attendees to the concepts of content management systems and how open source platforms can translate small investments of time and resources to repeatable clicks. Digital opens the door, but it is your products and services that turn those clicks in to conversions, which equal SALES!

Dan showcases the content management system Wordpress, which started out as a blogging tool. WordPress was associated with blogs as its main functionality, yet developers expanded its power to grow into a full CMS. WordPress is considered the easiest to use – thanks to a very friendly interface – and has an amazing number of plugins which allow expansion of its utility. Attendees will not only better understand the need for a hub website, but learn how to create and maintain a free (or hosted) Wordpress site for their brand, and how that site can help create new business.

This workshop will be facilitated by Dan Elder, owner of the consulting firm Topsarge Business Solutions, LLC. Following his retirement from the Army after a 26-year career, he re-entered industry with Computer Sciences Corporation as an Advisor in 2008. He was awarded a Bachelors of Science degree in Business Management from Touro University of Cypress, CA, and is a KM Professional Society Master Knowledge Management Professional. Dan is currently pursuing a Master's Degree in Corporate and Organizational Communication with Northeastern University of Boston, MA.

- Free admission • Limited seating

Call (254) 547-7874 for reservations.


Copperas Cove
Economic Development Corporation

www.copperascove-edc.com